

THREE LAKES WATER ASSOCIATION – BOARD MEETING MINUTES

April 9th, 2024

The Three Lakes Water Association Board of Trustees held their April 9th, 2024 Board Meeting at 6:00 pm. in a virtual setting utilizing phone and webinar technologies. The Association website and Facebook page requested members who wished to address the Board to inform the Board President by email so he could report any comments, questions, or concerns to the board. The board president's email is president@3lwa.org.

Call to Order

The meeting was called to order at 6:04 p.m. by President Jay Klicker. A quorum was satisfied by other Board trustees in attendance: Treasurer Donald Kemmis, Trustee Marek Jedrzejewicz, Trustee Yvonne Craig, Trustee Heidi Mann and Trustee Ray Cox. Secretary Terra Nicolle was excused.

Members, Guests & Employees- Engineers Rodney Langer and Zach Worley of David Evans and Associates, Inc. (DEA), Assistant Manager Kaila Klicker, acting as recording secretary, and Staff Member Seth Way were present. Steve Lefebure was present as an Association member.

DEA Engineers' Report-

Engineer Rodney Langer presented a summary of his status report, which was e-mailed and provided to the Board on April 8th, 2024. Highlights of the monthly DEA report are summarized as follows:

Water System Plan Update- Met with staff to discuss comments received from DOH. A meeting is scheduled with DOH for clarity before finalizing the revised plan.

171st Water Main Replacement Project- Construction of phase 1 is nearly complete. Certified payrolls and labor interviews have been conducted by DEA and Association staff as required by the funding program. Construction closeout requirements for the contract are being prepared. Pay request #3 was received from D&G on April 9th. Phase 2 base map and design work is nearly complete. Pre-design was approved by Snohomish County public works. Plans were submitted to DOH for approval on March 27th and an acknowledgement letter of review was received on April 2nd. Plans will need to be submitted to the County as part of the right-of-way permit application. In coordination with Manager Kemmis related to construction sequencing and the management of required shutdowns to minimize impacts for members. The goal is to advertise for bid for this phase starting April 15th.

Big Deer West Developer Extension- DE agreement for the initial eight lot agreement has been executed and plans approved. A preconstruction meeting will be scheduled soon to establish requirements related to construction. The developer is requesting to add service to one additional lot adjacent to the proposed main. A superseding DE agreement is being prepared for execution by the President and the developer to include this additional lot.

Manager & Cross Connection Report

Assistant Manager Kaila Klicker presented a summary of the manager's report, which was e-mailed and provided to the Board on April 8th, 2024. The idle pump time as of April 8th was 3 hours and 50 minutes with an average 24-hour volume of 20,024 c.f. Communication failures occurred requiring a response from Manager Kemmis or Assistant Manager Klicker. Investigation into these failures continues. During the contractor's transfer of a member's service from the old AC main to the new DI main for the 171st phase 1 project, an old saddle broke. Staff immediately reacted on that Friday afternoon to assist while D&G performed their repair work. Staff worked the weekend of March 30th to monitor and manage the water system during the City of Everett's valve work. A new service along 171st Ave SE was installed on March 14th. Work to address the check valve at BPS#2 will be scheduled soon as the work surrounding BPS#1 is complete. Pressure testing, bacteriological sampling, service tie-overs, and all main tie-ins have been completed for the 171st Ave SE phase 1 project. Significant additional flushing was performed by staff based on several water aesthetic calls related to the new main installation. The DOH completion report is being prepared by DEA. Concrete pumping was completed for the decommissioned AC main, and paving is in process. D&G's second pay estimate payment was provided on March 19th. Work to complete the generator to SCADA integration project will be scheduled with Systems Interface once 171st Ave SE phase 1 work is complete. The battery on the 2013 F-150 failed and was replaced. Studded tires for all three vehicles were changed by staff. Testing is in process for an automatic payment option using our current portal. The website continues to be updated. The spring newsletter and consumer confidence report are in process. Late fees were assessed, and shutoffs notices mailed. This month's bacteriological sample results were satisfactory. There were two share transfers processed, one member leak reported, several locate requests completed and required member's backflow assembly testing is in process.

Approval of March 12th Board Meeting Minutes

Motion made by Treasurer Don Kemmis to approve March's Board Meeting Minutes; motion seconded by Trustee Marek Jedrzejewicz. The motion passes.

Officers Reports

Treasurer Report and Pay Bills- Staff Way presented a summary of the treasurer's report. The financial report was prepared and distributed to the Board summarizing the financial position through April 8th, 2024 (attached). Total funds on hand are \$1,149,685.77. \$104,000 was transferred between accounts to cover this month's bills. Reports were provided for the past month's expenses, prepaid invoices, and payroll summary. Checks were presented to be approved for payment by the Board.

Current Financial Information

General Funds- \$ 377,129.46

Capital Funds- \$ 585,946.16

Reserve Funds- \$ 186,610.15

Total Expenses- \$ 102,569.43

Questions were posed by Trustee Heidi Mann and Trustee Yvonne Craig related to the staff's hours worked, overtime and the desire for an analysis of such. A discussion was held to expound upon the items as reported in the Manager's Report that necessitated overtime. Trustee Heidi Mann and Trustee Yvonne Craig expressed their interest in hiring a consultant to analyze how the Association is operated.

Trustee Marek Jedrzejewicz exited the meeting at 7:03 pm.

Motion made by Treasurer Don Kemmis to approve payment of the bills as presented, seconded by Trustee Yvonne Craig. The motion passes.

Trustee Heidi Mann and Trustee Yvonne Craig exited the meeting at 7:30 pm.

Trustee Cox exited the meeting at 7:31 pm.

The guest, Steve Lefebure, messaged the President and with permission, the communication was shared with the full board present. Steve expressed his background in completing consultation analyses of large corporations and creating the reserve plan within the neighborhood he lives in.

President- Signed shares.

Vice President- Signed checks.

Secretary- Absent, no report.

Treasurer- All details previously reported.

Old Business

Bank of America Signer Coordination- All four Association banking signers must go into the Snohomish branch Bank of America, together, to complete this process. Multiple trustees are still required to go to KeyBank to complete this process, even if they are not authorized as a signer, as required by the bank. Staff Henning will continue to send an email thread defining what trustees are still required to complete each task.

New Business

171st Construction Phases Two- As a quorum was no longer met, Vice President Tyler Eshleman, Secretary Terra Nicole, and Trustee Ray Cox were contacted to attempt to continue to conduct Association business. A discussion was held related to phase 2 being ready for bid advertisement with the engineer's estimate of \$1,171,000 for approximately 6,100 linear feet of main. Manager Kemmis expressed that there would most likely be overtime to accommodate the construction of this phase.

Trustee Cox briefly rejoined the meeting from 7:46 pm to 7:53 pm. Vice President Tyler Eshleman briefly joined the meeting from 7:48 pm to 7:57 pm.

Motion made by Vice President Tyler Eshleman to advertise phase 2 for bids, seconded by Treasurer Don Kemmis. The motion passes.

Call to Adjourn Meeting

The meeting was adjourned at 8:01 pm.